

Payment Coupon

Failure to include the coupon below may result in a delay in the processing of your application.

Be sure to detach the coupon below and include it with your payment and application.



Texas Board of Professional Engineers

PE Application Payment

Name (Please print)  _____	Social Security Number  _____	Email Address  _____	Amount Due <b>\$250</b>
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Please do not write in this area.

# Application Information Checklist

For an application to be considered **complete**, you **must** include the following items.  
Note that your application will not begin processing until items #1-4 have been received.

## Items 1-4 must be sent to the board from the APPLICANT:

- 1 ) ☐ Complete four (4) page application form (Form EB-04)
- 2 ) ☐ Original SER (Form EB-13) - Signed by APPLICANT ONLY \*
  - 1) Submit one complete copy of your SER with your application form.
  - 2) Provide copies to reference providers to co-sign (See #6 & #7 below)
- 3 ) ☐ Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet (Form EB-01)
- 4 ) ☐ \$250 Application Fee (Don't forget the payment coupon with your check or money order.)

## Item 5 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

- 5 ) ☐ Transcript(s) (Transcript Request Form EB-29) \*

## Items 6 & 7 must be sent to the board by one of the following methods:

- ☐ collected by applicant and sent in all at once with the application
- ☐ sent directly to the PE Board by the references themselves  
(See Board Rule 133.51 for number of references required)
- 6 ) ☐ Completed reference statement signed by reference provider (Form EB-15) \*

Each Reference Provider is REQUIRED to:

- Place SER and REFERENCE STATEMENT in an envelope and seal it.
- SIGN the flap of the envelope.
- Place a piece of transparent tape over the signature for confidentiality.
- Include a copy of pocket card or other proof of licensure if non-Texas PE

- 7 ) ☐ Copy of SER signed by applicant AND reference provider (Form EB-13) \*

## 8) Include the following if applicable:

Send with application:

- a) ☐ Written Request for Waiver of one or both exams
- b) ☐ Verification of Legal Name Change (due to marriage, immigration, etc.)
- c) ☐ Proof of TOEFL/TSE or signed statement from employer of proficiency in written & spoken English
- d) ☐ Translation of Foreign Degree
- e) ☐ Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

- f) ☐ Verification of Examinations (Prior FE and/or PE Exams) (Form EB-38) \*
- g) ☐ Verification of Current License (in another jurisdiction) (Form EB-38) \*
- h) ☐ Commercial Evaluation of Non-Accredited Degree \*

**\* You may submit NCEES Council Record in lieu of items marked with an asterisk. However, please fill out the information when requested on this application.**



## APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER

NOTE: All information on this form is subject to verification by the Board.

**IMPORTANT-Do not complete this form until you have read and thoroughly understood the instructions and the requirements for licensure. All information provided by you on this form must be TYPEWRITTEN (HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.). Do not leave any section blank. State "not applicable" or "none" if such is the case. Omission of any information requested in any section of this application without satisfactory explanation may prevent the processing of your application. Only one copy of each form in the application packet has been provided. Please make additional copies as required. The application fee is \$250.00. Payment must be submitted with your application and must be made by check or money order. Cash will not be accepted.**

### 1. GENERAL INFORMATION

1. I am a: ☐ Texas resident ☐ currently licensed in another jurisdiction ☐ not applicable
2. United States Citizen? ☐ Yes ☐ No, If no, give INS status \_\_\_\_\_ Card No. \_\_\_\_\_
3. I am applying for a: ☐ Regular License ☐ Temporary License [Refer to Board rule 133.11.]
4. Full Legal Name \_\_\_\_\_  
(First) (Middle, if initial only- "IO", if None "NMI") (Last) (Suffix)  
☐ Mr. ☐ Ms. ☐ Dr. (Name changes must be supported by a copy of the legal document.) Maiden Name \_\_\_\_\_
5. Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_
6. Addresses: (Your residence address will be the address of record for all Board correspondence.) If your address changes during the licensure process, please notify the Board using the following page: <http://www.tbpe.state.tx.us/change>  
E-mail Address: \_\_\_\_\_  
Residence: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_ (zip + 4)  
Business: Firm Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_ (zip + 4)
7. Drivers License No. \_\_\_\_\_ State \_\_\_\_\_
8. What is your primary branch of engineering? \_\_\_\_\_ [Refer to Board Rule 133.13 and 133.97(i).]
9. Have you ever been denied a license in Texas? This includes denial for failure to pass the Principles and Practice (P&P) examination within the prescribed time period. ☐ No ☐ Yes
10. Have you previously been issued a license in Texas? ☐ No ☐ Yes Serial No.: \_\_\_\_\_ Expiration Date \_\_\_\_\_
11. Other than a simple traffic violation, have you ever been convicted, placed on probation, granted deferred adjudication or any type of pre-trial diversion for a felony or misdemeanor? ☐ No ☐ Yes  
(An affirmative answer to question No. 11 **MUST** be explained on the Criminal History Form.)
12. Has the Texas Board of Professional Engineers ever taken disciplinary or administrative action against you? ☐ No ☐ Yes
13. Has any other state's engineering licensing board ever taken disciplinary or administrative action against you? ☐ No ☐ Yes
14. Do you have an NCEES record? ☐ No ☐ Yes If yes, what date was it transmitted to Texas? \_\_\_\_\_

### 2. LICENSURE AND EXAMINATIONS

**\* Note: If you provide the NCEES record, you will not need to provide verifications indicated by an asterisk. However, please complete the information on this form.**

1. ☐ I have taken and passed the NCEES Fundamentals of Engineering Exam (FE).  
(If exam was taken outside of Texas, send a copy of Form EB-38 to the jurisdiction listed.) \*  
Where \_\_\_\_\_ When \_\_\_\_\_  
☐ I am requesting a waiver of the FE examination and meet the requirements of Board Rule §133.69. (Include a separate written request for waiver with application [Per to Board Rule §133.69(a)(2).] Note: a waiver is not automatic as it requires an approval vote of the Board.)
2. ☐ I am requesting permission to take the NCEES Principles and Practice of Engineering Exam (PE).  
☐ I have taken and passed the NCEES Principles and Practice of Engineering Exam (PE).  
(If exam was taken outside of Texas, send a copy of Form EB-38 to the jurisdiction listed.) \*  
Where \_\_\_\_\_ When \_\_\_\_\_  
☐ I am requesting a waiver of the PE examination and meet the requirements of Board Rule § 133.69. (Include a separate written request for waiver with application [Per Board Rule §133.69(a)(2).] Note: a waiver is not automatic as it requires an approval vote of the Board.)
3. List each state, territory, or nation where you:  
a) hold a current license \_\_\_\_\_  
b) have previously held a license \_\_\_\_\_

c) have been denied a license, including failure to pass the required examination.

d) have been disciplined by the licensing authority of that jurisdiction

(Answers to c & d **MUST** be explained on a separate sheet of paper.)

4. Provide verification of your current license from the state, territory, or nation you considered to be your **primary jurisdiction**. This Jurisdiction is \_\_\_\_\_ (Send a copy of Form EB-38 to the licensing authority of the **PRIMARY JURISDICTION** listed.) \*

5. Complete and enclose the Texas Ethics of Engineering Examination answer sheet.

### 3. EXPERIENCE

List below in chronological order, all places of employment or unemployment, starting with the receipt of your first engineering degree, **accounting for all periods of time**. Your earliest employment is Engagement 1, etc. An engagement is one employer. A change in employer is a new engagement. DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. **DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

Give the present date under "To" on latest engagement. **DO NOT** use "present".

DATES		EMPLOYMENT ENGAGEMENTS OR PERIODS OF TIME	TIME				NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT	
			NON-ENGINEERING		ENGINEERING			
			Yrs.	Mos.	Yrs.	Mos.		
1.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
2.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
3.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
4.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
5.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
6.	Month Year	Firm Name _____ Address _____ Position Held _____						
From								
To								
Total Time This page								

DATES		EMPLOYMENT ENGAGEMENTS OR PERIODS OF TIME	TIME				NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT
			NON-ENGINEERING		ENGINEERING		
			Yrs.	Mos.	Yrs.	Mos.	
7.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
8.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
9.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
10.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
11.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
12.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
13.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
14.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
15.	Month Year	Firm Name _____ Address _____ Position Held _____					
From							
To							
Total Time This page							
Total of All Time							

#### 4. EDUCATION

**\* Note: If you provide the NCEES record, you will not need to provide transcripts indicated by an asterisk.**

**However, please complete the information on this form.**

Indicate Accredited Degrees: Provide official transcripts from all institutions listed below in accordance with Board Rule 133.35. (Send a copy of the enclosed Form 29 to the institutions listed on your application.) \*

Degree Program	Degree (BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/University	Dates of Attendance

Indicate Non-Accredited Degrees: Provide official transcripts (mark sheets & diplomas) from all institutions listed below in accordance with Board Rule 133.35. (Send Form 29 to **EACH** institution listed on your application.) \*

Do **not** provide original transcripts in your possession. Such documents are not acceptable and the Board will **not** be responsible for returning them to you.

Degree Program	Degree (BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/University	Dates of Attendance

If the degree is from a foreign country provide: 1) copies of TO EFL and TSE scores or a written request for waiver and supporting documentation in accordance with Board Rule 133.21(9) & (11); 2) a commercial evaluation of the non-accredited degrees or a written waiver and documentation in accordance with rule section 133.33. (Refer also to Documentation for Non-Accredited and Foreign Degrees handout.)

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#### 5. AFFIDAVIT

*I affirm that I am the applicant named in the foregoing instrument, that I have read the contents thereof, and that the foregoing statements are true and complete in all respects. I have obtained a copy of, have read and agree to abide by the Texas Engineering Practice Act (Section 1001) and the Board Rules. I believe that I meet the statutory requirements of the section of the Act under which I am applying for licensure in the State of Texas. I further agree that upon issuance of a license, I will obtain a seal as instructed by the board and furnish a wallet size portrait photograph to the Board for its files in accordance with Board Rule 133.97(e).*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**Comments: (Optional)**